The James

THE OHIO STATE UNIVERSITY
COMPREHENSIVE CANCER CENTER

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OSUCCC PubTrack Tool Guide

A clear, streamlined guide for reporting Shared Resource utilization in member publications

TRACK IMPACT
Link publications to Shared Resource utilization.

MEMBER-DRIVEN
Built from member feedback to be simple and efficient.

EASY TO USE
Click-only, delegation-friendly, and automated.

PURPOSE

The PubTrack tool helps OSUCCC correlate member publications with Shared Resource utilization. It was developed in response to member feedback and is designed to be click-only, delegation-friendly, and automated.

TWO WAYS TO COMPLETE REPORTING

1 **Monthly email link**
Open the link provided in the monthly eRAMP email and respond for the listed publication.

2 **Directly in eRAMP**
Log in to eRAMP, open PubTrack, and work through publications in your queue.

BEFORE YOU BEGIN

Have access to your eRAMP account and enough information to identify whether each publication is yours and which Shared Resources supported the work.

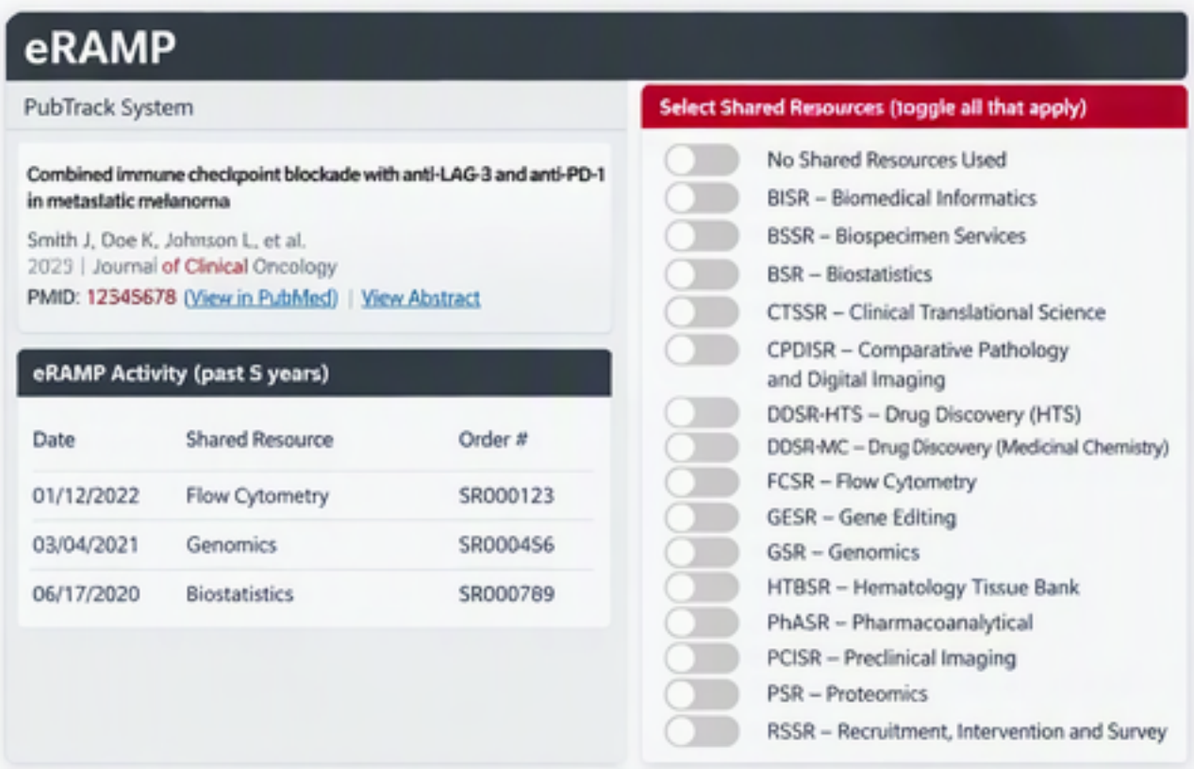
Path 1 | Respond through the email link

Use the publication-specific link delivered in the monthly eRAMP email.

1 Open the eRAMP email
Select the link associated with your publication.

- You may delegate the link to a lab manager, technician, or another appropriate delegate.
- When more than one CCC member is an author, each member ca-author receives a link. Responses are combined for the publication; one response does not cancel another.

2 Review the publication record
The link opens the PubTrack record for that publication.



PubTrack publication record and Shared Resource selection panel

Complete the publication response

Review the record carefully, select the applicable resourcee, and submit the response.

3 Confirm the publication and select utilization
If the publication is yours, use the toggle buttons to select every Shared Resource used for the project. If none were used, select "No Shared Resources Used."

4 Use the reference links if needed
Select the PubMed ID number to open the PubMed article. A separate link to the project abstract is also available.

5 Review related eRAMP activity
The lower-left area lists eRAMP orders, including Shared Resource orders, made under your name during the past five years.

6 Handle a publication that is not yours
Contact the eRAMP administrators rather than submitting a response for the record.
erampadmins@osumc.edu

7 Submit your response
Select Submit to enter your selections.

8 Edit a prior response when needed
Use the same email link or open PubTrack from the eRAMP dashboard after logging in.

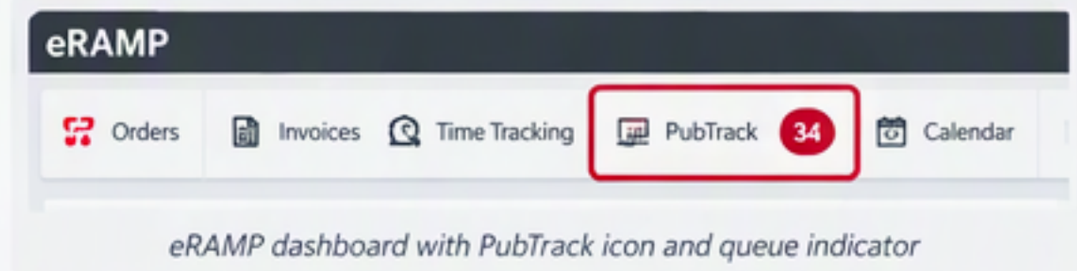
FINAL CHECK | Select every applicable Shared Resource before submitting.

Path 2 | Work directly in eRAMP

Use the PubTrack icon on the eRAMP dashboard to manage publications in your queue.

1 Log in to eRAMP
Open the eRAMP website and sign in with your account.
Open eRAMP (https://eramp.osumc.edu/)

2 Open PubTrack
At the top of the dashboard, select the PubTrack icon.



eRAMP dashboard with PubTrack icon and queue indicator

3 Review the queue indicator
If publications are waiting for assignment, a number appears in a red circle on the PubTrack icon. The number indicates how many publications are in your queue.

4 Complete each publication
Select a publication and follow Steps 3–8 in the previous section. Repeat the process for each publication in the queue.

QUICK REFERENCE

NEED	ACTION	DESTINATION
Access PubTrack	Sign in and open the PubTrack icon.	eRAMP
Review publication details	Use the red PMID link.	PubMed
Wrong publication owner	Do not submit; contact support.	eRAMP administrators
Update a response	Use the same email link or open PubTrack.	eRAMP dashboard

QUESTIONS OR PUBLICATION OWNERSHIP CONCERNS?
Contact erampadmins@osumc.edu